



## Re-TRAC™ User Guide

## **Table of Contents**

<b>Creating an Account</b>	<b>3</b>
<b>Logging In</b>	<b>7</b>
<b>Adding a Business Reporting Location</b>	<b>9</b>
<b>Entering Data for a Business Reporting Location</b>	<b>12</b>
<b>Creating Reports</b>	<b>35</b>
<b>Administration</b>	<b>39</b>

## Creating an Account

Step 1 - Go to the URL - <http://my.re-trac.com/scsmartbusiness>



## Step 2 - Complete Business Registration Information

All required fields marked with a red asterisk must be filled out in order to successfully complete registration.

Register Business - Re-TRAC - South Carolina Smart Business Recycling Program

http://my.re-trac.com/scsmartbusiness

Register Business - Re-TRAC - So...

### Business Registration Information

*A \* indicates a required field*

- \* Business Name
- \* Business Address
- Business Address 2
- \* Business City
- \* Business Location
- \* Business Zip
- \* Business Employees
- Business Website

Business Information

Business Intended Use

### Step 3 - Complete Primary Contact Registration Information

All required fields marked with a red asterisk must be filled out in order to successfully complete registration.

**Note: The email address entered will be used as your username.**

Register Business - Re-TRAC - South Carolina Smart Business Recycling Program

http://my.re-trac.com/scsmartbusiness

#### Primary Contact Registration Information

\* **Email/Username**   
Your email address will be your Username.

\* **Title**

**Salutation**

\* **First Name**

**Middle Initial**

\* **Last Name**

\* **Address**

**Address 2**

\* **City**

\* **Location**

\* **Zip**

\* **Phone Number**

**Alt Phone Number**

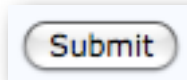
**Fax Number**

\* **Password**   
Password must be a minimum of 6 characters

\* **Confirm Password**

#### Step 4 - Submit Registration Form

After completing all the required fields click on the submit button. Clicking on the submit button adds your business to the South Carolina Smart Business Recycling Program and also creates your user account so that you can access the system at anytime.



After submitting the form you will be able to login to the system immediately.

**Re-TRAC - South Carolina Smart Business Recycling Program**

**Already registered? Login..**

You have successfully registered. Enter your password to login to the system.

Username:

Password:

[Forgot Password](#)

**The South Carolina Smart Business Recycling Program**

The information collected from companies such as yours allows the state to accurately measure South Carolina's recycling rate, recognizing that it is the state's goal to recycle 35 percent of its municipal solid waste. In addition, compilation of the data allows the state to identify recycling markets in need of

## Logging In

Step 1 - Go to the URL - <http://my.re-trac.com/scsmartbusiness>



## Step 2 - Enter Existing Account Information

Enter in your Username/Email address and password into the text boxes located on the left hand side of the screen. Click the “Login” button to proceed.

**Re-TRAC - South Carolina Smart Business Recycling Program**

**Already registered? Login..**

Username:

Password:

[Forgot Password](#)

**The South Carolina Smart Business Recycling Program**

The information collected from companies such as yours allows the state to accurately measure South Carolina's recycling rate, recognizing that it is the state's goal to recycle 35 percent of its municipal solid waste. In addition, compilation of the data allows the state to identify recycling markets in need of expansion, gauge disposal capacity and make effective solid waste management decisions.

This improved reporting tool- brought to you by the S.C. Smart Business Recycling Program (Smart Business)- has been expanded to include disposal and financial data as well as recycling tonnages. By gathering all of this information, businesses who use Biz-TRAC are able to generate reports and better manage their waste and recyclables.

Smart Business offers free, confidential, non-regulatory services including site visits to assess reuse, waste reduction and recycling opportunities; technical assistance including telephone consultations and best management practices; research and contacts for potential markets, service providers and beneficial reuse; a state recognition program; and workshops.

**Business Registration Information**

*A \* indicates a required field*

\* **Business Name**

\* **Business Address**

**Business Address 2**

\* **Business City**

\* **Business Location**

\* **Business Zip**

\* **Business Employees**



## Adding a Business Reporting Location

To submit data you must add at least one reporting location. If you would like to manage and submit data for multiple locations within your organization you can do that by clicking on the “Add Business Location” button.

**Re-TRAC - South Carolina Smart Business Recycling Program**

Home | My Account | Business Information | Users | Business Status | Logout Contact Us

[Dan Butcher](#)

**Emerge Knowledge Design, Inc.**

[Create Report](#)

[View Reports](#)

Year:

**Manage**

[Containers](#)

[Users](#)

[smartbiz@dhec.sc.gov](mailto:smartbiz@dhec.sc.gov)  
1-800-768-7348

### 2008 Annual Data for Emerge Knowledge Design, Inc.

**Instructions**

For first time users, click on the "Add Business Location" link, use the dropdown menu to select a county, and give that location a name (Store #1234, Main Street 1). Once a business location is created, you may enter data for the Demographic, Recycling, and disposal modules by clicking on the blue icons. Once you have entered data, you may click on the green icons to revise or enter new data.

**Add Business Location:** Click this link to add a single or multiple business locations. If your business operates at more than one site you can have as many locations as you need.

**Edit Business Information:** Click this link to update information about your business entered during the registration process.

**Manage Business Users:** Click this link to manage the other users of the system. These other users can be given access to the entire business or be limited to a single location.

[Edit Business Information](#) | [Manage Business Users](#)

**Legend**

Indicates Data Exists for 2008 Indicates No Data for 2008



Reporting Locations	Enter Employee and Location Information	Enter Recycling Data	Enter Recycling Revenue and Costs	Enter Recycling Vendors	Enter Disposal Information	Enter Disposal Costs
<a href="#">Add Business Location</a>						

Step 1 - Click on the “Add Business Location” button located near the bottom of the screen.


 [Add Business Location](#)

Step 2 - Type in a name for the reporting business location and select the county that it is located in.

**Legend**

 Indicates Data Exists for 2008
  Indicates No Data for 2008

<b>Reporting Locations</b>	<b>Enter Employee and Location Information</b>	<b>Enter Recycling Data</b>	<b>Enter Recycling Revenue and Costs</b>	<b>Enter Recycling Vendors</b>	<b>Enter Disposal Information</b>	<b>Enter Disposal Costs</b>
----------------------------	--	-----------------------------	--	--------------------------------	-----------------------------------	-----------------------------

 [Add Business Location](#)

**Instructions**

Here you can add a location that you would like to manage. You can create as many locations as necessary for your business.

\* **Name of Reporting Location**

\* **County**

Richland

Click on the submit button to add your business reporting location. If you have successfully added a location your screen will look similar to the one shown below. You can repeat the above steps to add other locations to your organization.

## Re-TRAC - South Carolina Smart Business Recycling Program

[Home](#) | [My Account](#) | [Business Information](#) | [Users](#) | [Business Status](#) | [Logout](#)

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**Emerge Knowledge Design, Inc.**

[Create Report](#)

[View Reports](#)

Year: 2008

**Manage**

[Containers](#)

[Users](#)



[smartbiz@dhec.sc.gov](mailto:smartbiz@dhec.sc.gov)

1-800-768-7348

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**Add Business Location:** Click this link to add a single or multiple business locations. If your business operates at more than one site you can have as many locations as you need.

**Edit Business Information:** Click this link to update information about your business entered during the registration process.

**Manage Business Users:** Click this link to manage the other users of the system. These other users can be given access to the entire business or be limited to a single location.

[Edit Business Information](#) | [Manage Business Users](#)

**Legend**

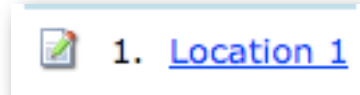
✓ Indicates Data Exists for 2008    ! Indicates No Data for 2008

Reporting Locations	Enter Employee and Location Information	Enter Recycling Data	Enter Recycling Revenue and Costs	Enter Recycling Vendors	Enter Disposal Information	Enter Disposal Costs
 1. <a href="#">Location 1</a>						

[Add Business Location](#)

## Entering Data for a Business Reporting Location

Step 1 - Click on the name of the business reporting location.



After selecting the business reporting location you will be shown a screen similar to the one below.

**Re-TRAC - South Carolina Smart Business Recycling Program**

[Home](#) | [My Account](#) | [Users](#) | [Business Status](#) | [Logout](#)
Contact Us

**Emerge Knowledge Design, Inc.**  
[Location 1](#)  
[Create Report](#)  
[View Reports](#)  
[Export Data](#)

Year: 2008

**Manage**  
[Containers](#)  
[Users](#)

[smartbiz@dhec.sc.gov](mailto:smartbiz@dhec.sc.gov)  
1-800-768-7348

View Data for Location 1

**Instructions**  
View, enter, or edit data by clicking any of the links below.

2008 Location Data	Status	Last Updated
<a href="#">Enter Employee and Location Information</a>	Not Entered	
<a href="#">Enter Recycling Data</a>	Not Entered	
<a href="#">Enter Recycling Revenue and Costs</a>	Not Entered	
<a href="#">Enter Recycling Vendors</a>	Not Entered	
<a href="#">Enter Disposal Information</a>	Not Entered	
<a href="#">Enter Disposal Costs</a>	Not Entered	

2008 Data Summary	
Enter Recycling Data	0.00 Tons
Enter Recycling Revenue and Costs	\$0.00 Dollars
Enter Disposal Information	0.00 Tons
Enter Disposal Costs	\$0.00 Dollars

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Version 5.07 (2009-07-30)

This screen contains links to all of the data input screens of the system.

<b><u>2008 Location Data</u></b>	<b><u>Status</u></b>	<b><u>Last Updated</u></b>
<a href="#">Enter Employee and Location Information</a>	! Not Entered	
<a href="#">Enter Recycling Data</a>	! Not Entered	
<a href="#">Enter Recycling Revenue and Costs</a>	! Not Entered	
<a href="#">Enter Recycling Vendors</a>	! Not Entered	
<a href="#">Enter Disposal Information</a>	! Not Entered	
<a href="#">Enter Disposal Costs</a>	! Not Entered	
<b><u>2008 Data Summary</u></b>		
<i>Enter Recycling Data</i>		<i>0.00 Tons</i>
<i>Enter Recycling Revenue and Costs</i>		<i>\$0.00 Dollars</i>
<i>Enter Disposal Information</i>		<i>0.00 Tons</i>
<i>Enter Disposal Costs</i>		<i>\$0.00 Dollars</i>

## Step 2 - Enter Employee and Location Information

Click on the “Enter Employee and Location Information” link


<a href="#">Enter Employee and Location Information</a>	! Not Entered
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Enter the number of employees that work at this business reporting location and the total square footage of the location.

Click the submit button to save your answers.

Emerge Knowledge Design, Inc. - Location 1

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 Enter Employee and Location Information - 2008

**Business/Location Information**

**Number of Employees**

**Total Square Footage**

Submit

Don't forget to click the "Submit" button

If you have entered the "Employee and Location Information" data correctly you will see a green check mark beside the link.

'Enter Employee and Location Information' has been saved.

<b><u>2008 Location Data</u></b>	<b><u>Status</u></b>	<b><u>Last Updated</u></b>
<a href="#">Enter Employee and Location Information</a>	✓ Entered	Jul 31, 2009 8:18AM CST
<a href="#">Enter Recycling Data</a>	! Not Entered	
<a href="#">Enter Recycling Revenue and Costs</a>	! Not Entered	
<a href="#">Enter Recycling Vendors</a>	! Not Entered	
<a href="#">Enter Disposal Information</a>	! Not Entered	
<a href="#">Enter Disposal Costs</a>	! Not Entered	


### Step 3 - Enter Recycling Data

Click on the “Enter Recycling Data” link

[Enter Recycling Data](#)  Not Entered

A screen similar to the one shown below will be displayed.

**Instructions**  
 Select or add new container. If weight of material collected is known, select commingled or source separated and enter tonnage. If weight is not known, enter the material type, size of container and number of pick-ups.

\* **Container/Location:** Select ▾ [Add Container](#)  
**Invoice Number:**   
**Date:** July ▾ 31 ▾ 2008 ▾   
 Do you know the weights of the material you recycle? ☐ Yes ☐ No

Add a “Container/Location” by clicking on the “Add Container” button. Type in the “Name” of the container.

Note: Container is a required field to submit the transaction successfully.

**\* Container/Location:** Select ▼ [Add Container](#)

The screenshot displays the 'Edit Material - Re-TRAC' web interface. The browser address bar shows the URL: [http://my.re-trac.com/EditTransaction.pm?sector\\_id=2&module\\_id=1&tx.year=20](http://my.re-trac.com/EditTransaction.pm?sector_id=2&module_id=1&tx.year=20). The page title is 'Edit Material - Re-TRAC'. The main content area is titled 'Emerge Knowledge Design, Inc. - Location 1'. A modal dialog box is overlaid on the page, prompting the user to add a new container. The dialog has two input fields: 'Name' (containing 'Dumpster 1') and 'Type' (empty). Below the fields are 'Submit' and 'Cancel' buttons. The background page includes a sidebar with navigation links such as 'Home', 'My Account', 'Users', 'Business Status', 'Logout', and 'Contact Us'. The main content area contains instructions for adding a container, a 'Search Transactions' button, and a 'Definition of Terms (Industrial Solid Waste Survey)' section with a list of materials: COMMINGLED MATERIALS, CONCRETE, DISPOSAL, DRUMS, FABRIC/TEXTILES, FERROUS, FOOD SCRAPS, MIXED WASTE, NON-FERROUS, PALLET, PLASTIC, RECYCLING, SLAG, SLUDGE, SOLID WASTE, SOURCE SEPARATED MATERIALS, TON, and YARD TRIMMINGS.



Once adding a Container/Location to the drop down it will show up in all future transactions.

If you are able to specify a an invoice number for the transaction you are entering you can do this in the invoice number text box. Note that this is **not** a required field so if this information does not exist then you can leave the field blank.

**Invoice Number:**

Enter the date for the transaction.

**Date:**

August

1

2008



You are then prompted with a question about the weights of material you recycle (shown below). If your business collects detailed information on the weights of the different materials you recycle e.g. paper or if you know a total commingled weight for all of your recycled material then click the “Yes” option. If you don’t know these weights click on the “No” option.

Do you know the weights of the material you recycle? ☐ Yes ☐ No

If you selected “Yes” your screen will refresh prompting you to select “Commingled” and/or “Source Separated”.

Are your recyclables source-separated or commingled? ☐ Commingled  
☐ Source Separated

There will be situations where your business may know specific weights of some materials and a total weight for other materials. If this is the case, select both “Commingled” and “Source Separated”. Enter the weight for the materials that you do have weights for and then put the remaining weight of materials in the “Commingled” text box.

Are your recyclables source-separated or commingled? ☒ Commingled  
☒ Source Separated

Material	Collected	Tons
COMMINGLED RECYCLABLES	Tons	

Paper	Collected	Tons
OFFICE PAPER	Tons	
NEWSPRINT	Tons	
CARDBOARD	Tons	
OTHER PAPER	Tons	
FABRICS & TEXTILES	Tons	


  

Wood	Collected	Tons
WOOD PALLETS/PACKAGING	Tons	
BOARDENDS AND SCRAP	Tons	

If you selected “No” and don’t know any weights of the materials that your business recycles you will be prompted with the below screen. This screen allows you to estimate the amount that is being recycled by selecting different options.

**\* Container/Location:** Dumpster 1 [Add Container](#)

**Invoice Number:**

**Date:** August 1 2008 

Do you know the weights of the material you recycle? ☐ Yes ☒ No

**Category**

**No of Pickups**


**Size of Container (Cubic Yards)**

Material	Collected	Tons
COMMINGLED RECYCLABLES	Tons <input type="text"/>	<input type="text"/>

The first option is “Category”. This drop down menu contains a list of broad material categories. Select a material category that you collect.

\* **Container/Location:**  [Add Container](#)

**Invoice Number:**

**Date:**    

Do you know the weights of the material you recycle? ☐ Yes ☒ No

**Category**

**No of Pickups**

**Size of Container (Cubic Yards)**

**Material**

COMMINGLED RECYCLABLES

**Definition of Terms (Industry Standard)**

COMMINGLED MATERIALS | COMMINGLED WASTE | DRUMS | FABRIC/TEXTILES | GLASS | METAL | PALETTES | PLASTIC | RECYCLING WASTE | SOLID WASTE | SOIL

The second option is “Number of Pickups”. This drop down menu contains a list of frequencies in which the previous selected material category is picked up. Select the appropriate frequency from the drop down menu.

The screenshot displays a web form for the South Carolina Smart Business Recycling Program. The form includes the following fields and options:

- \* Container/Location:** A dropdown menu set to "Dumpster 1" with a blue link "Add Container" next to it.
- Invoice Number:** An empty text input field.
- Date:** Three dropdown menus for month ("August"), day ("1"), and year ("2008"), followed by a calendar icon.
- Do you know the weights of the material you recycle?** Radio buttons for "Yes" and "No" (selected).
- Category:** A dropdown menu set to "Paper".
- No of Pickups:** A dropdown menu with "Select" chosen, which is open to show a list of frequencies: "Select", "Once a month", "Once every two weeks", "Once a week", "Twice a week", "3 times a week", "4 times a week", "5 times a week", "6 times a week", and "7 times a week".
- Size of Container (Cubic Yards):** An empty text input field.
- Material:** A section with a blue header. Below it, a dropdown menu is set to "Tons".
- COMINGLED RECYCLABLES:** A text input field.

A "Submit" button is visible at the bottom left of the form.

The third option is “Size of Container”. Select the size of the container used for the previously selected Category and Material.


The screenshot displays a web form for the South Carolina Smart Business Recycling Program. The form includes the following fields and options:

- \* Container/Location:** A dropdown menu currently showing "Dumpster 1". To its right is a blue link labeled "Add Container".
- Invoice Number:** An empty text input field.
- Date:** Three dropdown menus for month, day, and year, currently set to "August", "1", and "2008". A small calendar icon is to the right.
- Do you know the weights of the material you recycle?** Two radio buttons labeled "Yes" and "No". The "No" button is selected.
- Category:** A dropdown menu showing "Paper".
- No of Pickups:** A dropdown menu showing "Once a month".
- Size of Container (Cubic Yards):** A dropdown menu with a list of options: "Select", "Gaylord", "4 Cubic Yards", "8 Cubic Yards", "9 Cubic Yards", "20 Cubic Yards", "30 Cubic Yards", and "40 Cubic Yards". The "Select" option is currently highlighted.
- Material:** A section with a blue header. Below it, the text "COMMINGLED RECYCLABLES" is followed by a yellow dropdown menu set to "Tons". To the right of this is a text input field containing the number "0".

After all of the different options have been selected the system will calculate an estimated commingled material total. The screen will place this total in the appropriate fields as shown below.

**\* Container/Location:** Dumpster 1 ▾ [Add Container](#)

**Invoice Number:**

**Date:** August ▾ 1 ▾ 2008 ▾ 

Do you know the weights of the material you recycle? ☐ Yes ☒ No

**Category** Paper ▾

**No of Pickups** Once a month ▾

**Size of Container (Cubic Yards)** 20 Cubic Yards ▾

Material	Collected	Tons
<b>COMMINGLED RECYCLABLES</b> <span>Tons ▾</span>	105.00	105.00

After the calculation has been made click on the “Submit” button to save your information.

Submit

## Step 4 - Enter Recycling Revenue and Costs

Click on the “Enter Recycling Revenue and Costs” link.

[Enter Recycling Revenue and Costs](#)
! Not Entered

Emerge Knowledge Design, Inc. - Location 1 - Re-TRAC

http://my.re-trac.com/EditFinancialTXDispatcher.pm?sector\_id=2&module\_id=1&z

Google

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Home | My Account | Users | Business Status | Logout Contact Us

**Dan Butcher**

**Emerge Knowledge Design, Inc.**

**Location 1**

Create Report

View Reports

Export Data

**Enter Employee and Location Information**

**Enter Recycling Data**

**Enter Recycling Revenue and Costs**

Enter Recycling Vendors

Enter Disposal Information

Enter Disposal Costs

**Manage**

Containers

Users

Emerge Knowledge Design, Inc. - Location 1

[New Transaction](#) | [Search/Edit Transactions](#)

**\* Container/Location:**  [Add Container](#)

**Invoice Number:**

Expense item	2008 Amount (\$)
- PULL COST	<input type="text"/>
- FUEL SURCHARGE	<input type="text"/>
- BIN RENTAL COST	<input type="text"/>
- OTHER COST	<input type="text"/>
<b>TOTAL EXPENSE</b>	<input type="text"/>

Revenue item	2008 Amount (\$)
- REVENUES FROM SALE OF MATERIALS	
+ Aluminum Cans	<input type="text"/>
+ Aluminum Scrap	<input type="text"/>
+ Concrete	<input type="text"/>



Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.

\* **Container/Location:**  [Add Container](#)

**Invoice Number:**

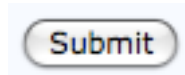
The “Recycling Revenue and Costs” screen is separated in to two sections. Those are Expense Items and Revenue Items. Enter the amount for your business in the appropriate fields. The “Total Expense” and the “Total Revenue” fields will be automatically calculated by the system.

Expense item	2008 Amount (\$)
- PULL COST	<input type="text" value="1,000.00"/>
- FUEL SURCHARGE	<input type="text" value="1,000.00"/>
- BIN RENTAL COST	<input type="text" value="1,000.00"/>
- OTHER COST <input type="text"/>	<input type="text"/>
<b>TOTAL EXPENSE</b>	<b>3,000.00</b>

Revenue item	2008 Amount (\$)
- REVENUES FROM SALE OF MATERIALS	
+ Aluminum Cans	<input type="text" value="1,000.00"/>
	<input type="text"/>

After entering all expenses and revenues click on the “Submit” button to save your information.



## Step 5 - Enter Recycling Vendors

Click on the “Enter Recycling Vendors” link.

[Enter Recycling Vendors](#)
! Not Entered

**Re-TRAC** - South Carolina Smart Business Recycling Program

[Home](#) | [My Account](#) | [Users](#) | [Business Status](#) | [Logout](#) [Contact Us](#)

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**Location 1**

[Create Report](#)

[View Reports](#)

[Export Data](#)

**Enter Employee and Location Information**

- Enter Recycling Data**
- Enter Recycling Revenue and Costs**
- Enter Recycling Vendors**
- Enter Disposal Information**
- Enter Disposal Costs**

**Manage**

[Containers](#)

[Users](#)

Emerge Knowledge Design, Inc. - Location 1


---

**Enter Recycling Vendors - 2008**

Please list the name(s) of the company/government program that picks up the following recyclables. This information helps the county avoid double counting because some recycling data is provided by processors.

Material	Vendor(s)
Paper:	<input style="width: 90%;" type="text"/>
Plastic:	<input style="width: 90%;" type="text"/>
Metal:	<input style="width: 90%;" type="text"/>
Glass:	<input style="width: 90%;" type="text"/>
Used Motor Oil:	<input style="width: 90%;" type="text"/>
Cardboard:	<input style="width: 90%;" type="text"/>
Other:	<input style="width: 90%;" type="text"/>

Type in the name of the vendor that collects any of the recycled material that is listed.

 Enter Recycling Vendors - 2008

Please list the name(s) of the company/government program that picks up the following recyclables. This information helps the county avoid double counting because some recycling data is provided by processors.

Material	Vendor(s)
Paper:	<input type="text"/>
Plastic:	<input type="text"/>
Metal:	<input type="text"/>
Glass:	<input type="text"/>
Used Motor Oil:	<input type="text"/>
Cardboard:	<input type="text"/>
Other:	<input type="text"/>

After entering all vendors click on the “Submit” button to save your information.

Submit

## Step 6 - Enter Disposal Information

Click on the “Enter Disposal Information” link.

[Enter Disposal Information](#)
! Not Entered

**Re-TRAC** - South Carolina Smart Business Recycling Program

[Home](#) | [My Account](#) | [Users](#) | [Business Status](#) | [Logout](#)
[Contact Us](#)

[Dan Butcher](#)

[Emerge Knowledge Design, Inc.](#)

[Location 1](#)

[Create Report](#)

[View Reports](#)

[Export Data](#)

[Enter Employee and Location Information](#)

[Enter Recycling Data](#)

[Enter Recycling Revenue and Costs](#)

[Enter Recycling Vendors](#)

[Enter Disposal Information](#)

[Enter Disposal Costs](#)

[Manage](#)

[Containers](#)

[Users](#)

### Emerge Knowledge Design, Inc. - Location 1

[Search Transactions](#)

This reporting location does not yet have any tonnage data.

**Instructions**

Enter a date that is in the portion of the year you are tracking on a monthly or quarterly basis. You may enter the invoice date if it is in the appropriate month. If entering data annually, please select a date during the month of December for the calendar year you are using to track data.

**\* Container/Location:** Select [Add Container](#)

**Invoice Number:**

**Date:** August 1 2008

Please check the types of waste disposal information that you will be reporting.

☐ General Mixed Solid Waste  
☐ Solid Waste Disposal Estimation

Submit
Last updated on Aug 1, 2009 11:43PM CST

Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.

\* **Container/Location:**  [Add Container](#)  
**Invoice Number:**

You will be prompted with two options for waste disposal. If you know the exact weights for solid waste/disposal select “General Mixed Solid Waste”. If you don’t know the exact weight of your solid waste/disposal select the “Solid Waste Disposal Estimation” option.

Please check the types of waste disposal information that you will be reporting.

☐ General Mixed Solid Waste  
☐ Solid Waste Disposal Estimation

If you have selected the “General Mixed Solid Waste” option, enter the total in the “Disposed” field. You can also specify the unit of measurement of pounds or tons from the drop down menu. The system will automatically convert what you have entered into tons.

☒ General Mixed Solid Waste  
☐ Solid Waste Disposal Estimation

Disposal	Disposed	Tons
GENERAL DISPOSAL WASTE	<input type="text" value="10,000.00"/>	<input type="text" value="5.00"/>

If you have selected the “Solid Waste Disposal Estimation” option, you will need to select a few options to complete the transaction.

Specify the size of the container/dumpster that you would like to estimate disposed weight for.

**Size of Container**

Specify the unit of measurement for the specified container/dumpster.

**Unit**

Specify how full the container/dumpster was when it was picked up. Enter the percentage, example if the container was half full enter 50 in the percentage field.

**Percentage (%) Full When Picked Up**

Specify the frequency in which the container is picked up.

**No of Pickups**

The system will automatically calculate a disposal number after all options have been specified.

Disposal		Disposed	Tons
GENERAL DISPOSAL WASTE	Tons	40.00	40.00

After entering all disposal information click on the “Submit” button to save your information.

Submit



## Step 7 - Enter Disposal Costs

Click on the “Enter Disposal Costs” link.

[Enter Disposal Costs](#)
! Not Entered

Emerge Knowledge Design, Inc. - Location 1 - Re-TRAC

http://my.re-trac.com/EditFinancialTXDispatcher.pm?sector\_id=2&module\_id=4&z

Emerge Knowledge Design, Inc. - ...

**Re-TRAC** - South Carolina Smart Business Recycling Program

[Home](#) | [My Account](#) | [Users](#) | [Business Status](#) | [Logout](#)
[Contact Us](#)

[Dan Butcher](#)

**Emerge Knowledge Design, Inc.**

**Location 1**

[Create Report](#)

[View Reports](#)

[Export Data](#)

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**Enter Employee and Location Information**

- [Enter Recycling Data](#)
- [Enter Recycling Revenue and Costs](#)
- [Enter Recycling Vendors](#)
- [Enter Disposal Information](#)
- Enter Disposal Costs**

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**Manage**

- [Containers](#)
- [Users](#)

Emerge Knowledge Design, Inc. - Location 1

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[New Transaction](#) | [Search/Edit Transactions](#)

**\* Container/Location:**  [Add Container](#)

**Invoice Number:**

Expense item	2008 Amount (\$)
- PULL COST	<input type="text"/>
- FUEL SURCHARGE	<input type="text"/>
- BIN RENTAL COST	<input type="text"/>
- OTHER COST	<input type="text"/>
<b>TOTAL EXPENSE</b>	<input type="text"/>

Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.

\* **Container/Location:**  [Add Container](#)










**Invoice Number:**

Enter the expense items related to your annual disposal activities in the expense fields. The “Total Expense” field will automatically be calculated.

Expense item	2008 Amount (\$)
- PULL COST	<input type="text" value="1,000.00"/>
- FUEL SURCHARGE	<input type="text" value="1,000.00"/>
- BIN RENTAL COST	<input type="text" value="1,000.00"/>
- OTHER COST	<input type="text" value="1,000.00"/>
<input type="text" value="Misc"/>	
<b>TOTAL EXPENSE</b>	<b>4,000.00</b>

After entering all disposal expense information click on the “Submit” button to save your information.

To confirm that all data has been successfully submitted click on the “Home” button located on the top menu bar. This will show you the status of data that has been entered into the system. If you see green check marks under each data category this indicates that data has been successfully submitted. An example of a data status page is shown below.

<b>Legend</b>  Indicates Data Exists for 2008  Indicates No Data for 2008						
<i>Reporting Locations</i>	Enter Employee and Location Information	Enter Recycling Data	Enter Recycling Revenue and Costs	Enter Recycling Vendors	Enter Disposal Information	Enter Disposal Costs
 1. <a href="#">Location 1</a>						

## Creating Reports

To generate a report on data that has been submitted for your business click on the “Create Report” button found on the left hand navigation.



Two different report options are available. The first option is the “South Carolina Location Reports”. This report provides trend and program performance information for all locations within in your business. The second report that is available is the “Environmental Benefits Report”. This report is based off of the EPA WARM model and provides information on greenhouse gas emissions and energy saved by your company.

#### Please Select a Report

1. [South Carolina Location Reports](#) - Standard location based reports from the South Carolina Smart Business System.
2. [Environmental Benefits Report](#) - Standard Re-TRAC Environmental Benefit Report (includes WARM model results)

After selecting a report you will be prompted with options on how to customize the output of the report.

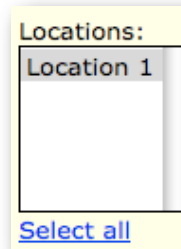
<b>Locations:</b> <div>Location 1</div> <div>Select all</div>	<b>Modules:</b> <div>Business Recycling Business Disposal</div> <div>Select all</div>	Starting year for historical report: <div>2008</div> <b>Generate report for year:</b> <div>2008</div> Output Format: <div>Html</div>
--	--	--

**You may select or deselect pieces of the report here:**

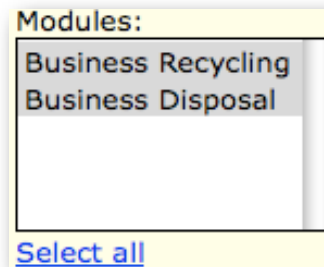
[Check all](#) | [Uncheck all](#) | [Show disabled pieces](#)

- ☒ **Business Summary**
  - ☒ Business Information, Location 1
- ☒ **Business Pieces**
  - ☒ Business Contact Information, Location 1
  - ☒ Business List Ranked by Tons, 2008, Location 1
  - ☒ Business List with Tonnage by Material, 2008, Location 1
- ☒ **Location Trends Over Time**
  - ☒ Total Tons Generated, Location 1

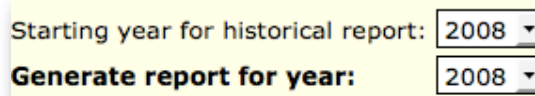
You can generate a report for a single, multiple or all locations within your business. Just select the locations from the “Locations” box that you want included. Note - holding down the control key while selecting a location will allow for multiple locations to be selected.



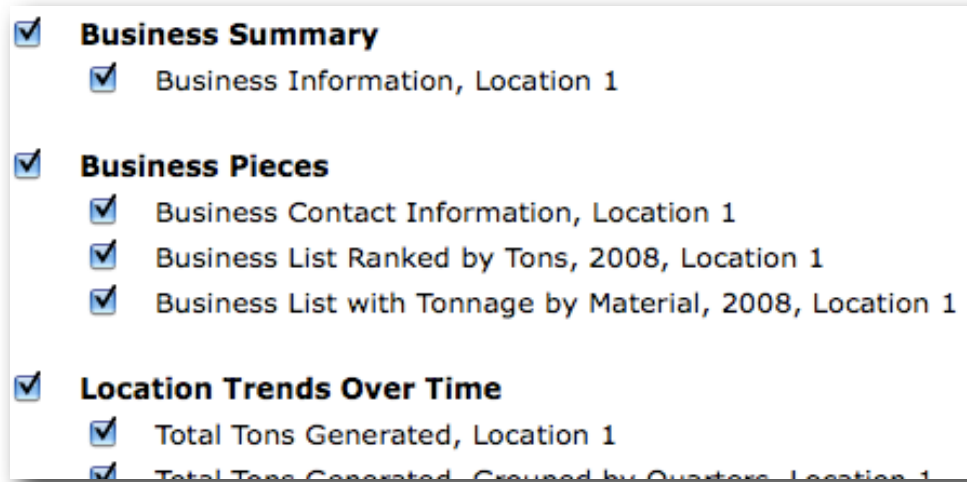
You can include or exclude recycling or disposal data from the report by selecting either of the modules from the “Modules” box.



Select the years in which you would like to include in the report. Selecting multiple years will allow you to see trends in recycling and disposal for your business.



Select the different report pieces that you want to include in your report.



A screenshot of a web interface for selecting report pieces. It features three main sections, each with a checked checkbox and a bold title. The first section, 'Business Summary', contains one item: 'Business Information, Location 1'. The second section, 'Business Pieces', contains three items: 'Business Contact Information, Location 1', 'Business List Ranked by Tons, 2008, Location 1', and 'Business List with Tonnage by Material, 2008, Location 1'. The third section, 'Location Trends Over Time', contains two items: 'Total Tons Generated, Location 1' and 'Total Tons Generated, Grouped by Quarters, Location 1'. All items have their own checked checkboxes.

- ☒ **Business Summary**
  - ☒ Business Information, Location 1
- ☒ **Business Pieces**
  - ☒ Business Contact Information, Location 1
  - ☒ Business List Ranked by Tons, 2008, Location 1
  - ☒ Business List with Tonnage by Material, 2008, Location 1
- ☒ **Location Trends Over Time**
  - ☒ Total Tons Generated, Location 1
  - ☒ Total Tons Generated, Grouped by Quarters, Location 1

Click the “Generate Report” button to create your report.



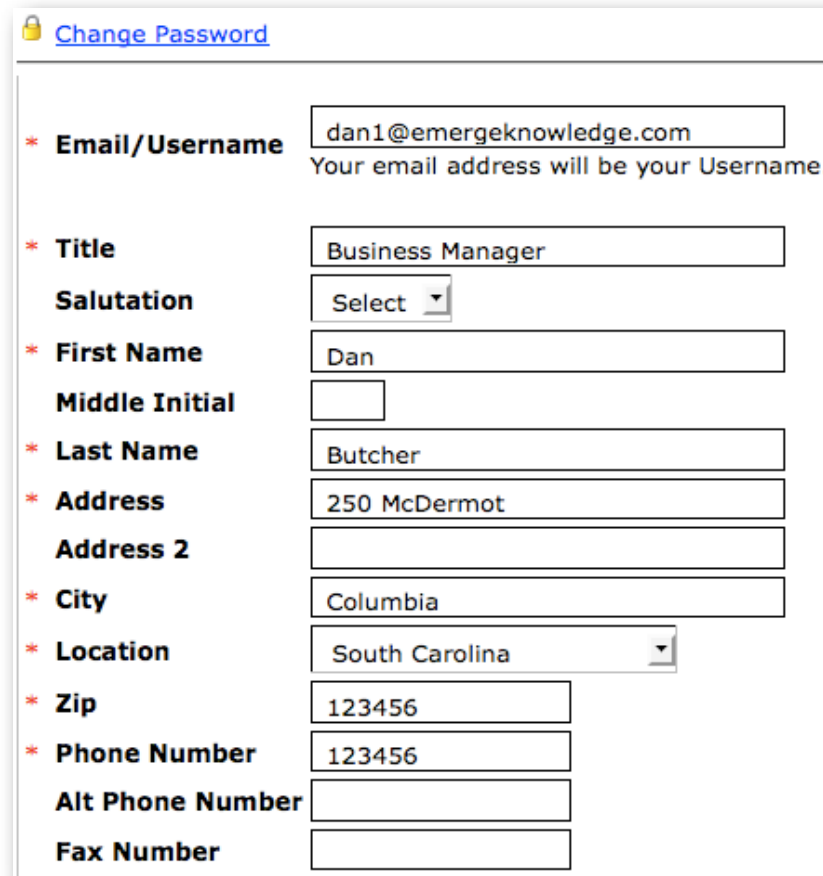
A screenshot of a web interface showing controls for generating a report. It includes a title 'You may select or deselect pieces of the report here:', a 'Generate Report' button (highlighted with a red rectangle), a 'Reset' button, and three links: 'Check all', 'Uncheck all', and 'Show disabled pieces'.

**You may select or deselect pieces of the report here:**

[Check all](#) | [Uncheck all](#) | [Show disabled pieces](#)

## Administration

To modify your account information click on the “My Account” button located in the menu bar near the top of the screen. This will allow you to change any of your personal information if it changes. You can also change your password from this page by clicking on the “Change Password” button.



The screenshot shows a web form titled "Change Password" with a lock icon. The form contains several fields for user information, each preceded by a red asterisk indicating it is required. The fields and their current values are: Email/Username (dan1@emergeknowledge.com), Title (Business Manager), Salutation (Select), First Name (Dan), Middle Initial (empty), Last Name (Butcher), Address (250 McDermot), Address 2 (empty), City (Columbia), Location (South Carolina), Zip (123456), Phone Number (123456), Alt Phone Number (empty), and Fax Number (empty). A note below the Email/Username field states: "Your email address will be your Username."

* Email/Username	dan1@emergeknowledge.com
Your email address will be your Username.	
* Title	Business Manager
Salutation	Select
* First Name	Dan
Middle Initial	
* Last Name	Butcher
* Address	250 McDermot
Address 2	
* City	Columbia
* Location	South Carolina
* Zip	123456
* Phone Number	123456
Alt Phone Number	
Fax Number	

To modify any information about your business click on the “Business Information” link found on the menu bar located near the top of the screen.


*A \* indicates a required field*

<b>* Business Name</b>	<input type="text" value="Emerge Knowledge Design"/>
<b>* Business Address</b>	<input type="text" value="250 McDermot Ave"/>
<b>Business Address 2</b>	<input type="text"/>
<b>* Business City</b>	<input type="text" value="Columbia"/>
<b>* Business Location</b>	<input type="text" value="Richland"/>
<b>* Business Zip</b>	<input type="text" value="12345"/>
<b>* Business Employees</b>	<input type="text" value="20"/>
<b>Business Website</b>	<input type="text"/>
<b>Business Information</b>	<div></div>
<b>Business Intended Use</b>	<div></div>



To add users to the system click on the “Users” link located on the menu bar near the top of the screen. This will allow you to create additional accounts so that other can access the system. Access to view all business locations or an individual location can be granted.

To add a new user click on the “Add New User” link.

<i>Emerge Knowledge Design, Inc. Users</i>	Email	Authorization Level	Actions
1. <a href="#">Dan Butcher</a>	dan1@emergeknowledge.com	All Locations	<a href="#">Edit</a>
 <a href="#">Add New User</a>			

Complete all the required fields for the new user account. To allow a user access to all business reporting locations make sure that they are in the “South Carolina Biz Primary User” group.

<b>* Group</b>	South Carolina Biz Primary User ▼
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To allow a user access to just one business reporting location select the “South Carolina Biz Reporting User” group and select the location that user should have access to.

<b>* Group</b>	South Carolina Biz Reporting User ▼
<p><b>If you would like to restrict a reporting contact's access to one or more locations, please select them here. No Selection will default the user to a Primary Contact that will be able to access all locations.</b></p>	
	<div style="border: 1px solid black; padding: 5px;"> <b>Emerge Knowledge Design, Inc.</b>  <div style="background-color: #4a7ebb; color: white; padding: 2px;">Location 1</div> </div>